

Generating a Utilization Report for 1 Class

This report only shows minutes for completed work.

1. Go to the My Students tab.
2. Click on the triangle by My School in the left column to expand it.
3. Click Classes.
4. In the bottom right of the window, click the "20" to change to "100" and see all classes in the school.
5. Checkmark by 1 class's name.
6. Above the classes, click Run Report.
7. Choose Administration Reports, then Utilization.
8. In the wizard that pops up,
 1. Change the report name to "Utilization Report – *Teachers Name – Report Period*".
 2. Change the Date Range, as needed. (Last Week is default. It literally means that last 7 consecutive days before the time you make the report. I recommend "Selected Range" because you can choose the beginning and end dates for the report.)
 3. Leave the rest of the **Details** tab as is.
 4. Click on the **Curricula** tab and leave it as is.
 5. Click on the **Intervals** tab. This is an important and confusing one. By default, it looks like this (See Picture below.) The numbers are in minutes, not hours and minutes. I **never** leave them as they come. You will have to do the math to determine what numbers fit your time period.

Distribution Intervals (in minutes): *				
Interval 1: From	0	minutes up to	59	minutes or More
Interval 2: From	60	minutes up to	119	minutes or More
Interval 3: From	120	minutes up to	239	minutes or More
Interval 4: From	240	minutes up to	More	minutes or More
Interval 5: From	0	minutes up to	0	minutes or More

6. Change the numbers to reflect the time period you are monitoring. I usually setup 3 intervals, no use to 1/2 the expected use. 1/2 use to full expected time, and full expected

use to greater than full use. An example for one 5-day week is below. If I do odd numbers of days, 9 minutes per day is the expected amount of time for each day.

Distribution Intervals (in minutes): *				
Interval 1: From	0	minutes up to	22	minutes or More
Interval 2: From	22	minutes up to	45	minutes or More
Interval 3: From	45	minutes up to	More	minutes or More
Interval 4: From	0	minutes up to	0	minutes or More
Interval 5: From	0	minutes up to	0	minutes or More

7. Click **Students**. The class full of students should show with number of student in the report in red by the word Summary. (Make sure the class list is up to date.)
8. Click **Schedule & Send** tab and leave as is.
9. Click **Run** tab.
10. Click **Run Now** button.
11. When the report shows, click **View PDF** from the top of window to view a printer friendly version.